



HQ 11WG MAJCOM IMA Program Manager Guidance & Update

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Topics

1. Mobilization
2. MPA Manday requests
3. Participation
4. PHA/Dentals
5. FY04 RPA/MPA call
6. FY03 Manning Policy
7. Oral orders
8. Sanctuary
9. Special Authorizations
- 10.RPA/MPA>139 days
- 11.Civilian Skills Database
- 12.Other



Mobilization

- 11WG Justification signed by 2-Ltr [11WG/CCV 24 Feb 03]
- Not authorized until approved by SAF/MR
- Mob extensions and mitigation plan must be submitted by 3-Ltr a minimum of 90 days out
[AF/CAT Msg 11Apr 03]
- Demobilization actions (leave, medical, etc) must begin NLT 60 days (1yr) - 90 days (2 yr) if extension authorization is not received to ensure member is released by the demob date
[CAT Msg 23 Sep 02]
 - Or CMAS request initiated 60 days prior to demob, if member willing to stay as a volunteer



MPA Manday Requests

- **MPA up to 365 days (total) in direct support**
[AF/CAT Msg 7 Apr 03]
 - Request must be signed by 2-Letter [AF/CVA Memo in coord]
- **MPA OAC 43 fund cite is for long term/in-lieu of mobilization ~ XX days or more** [AF/CVA Memo in coord]
- **Must follow the same extension/waiver process thru the system to request waivers**
 - Sanctuary, 139 day, etc waivers still required
- **ALL AEF orders requests must be published by HQ ACC AEF-Center—no exceptions**



MPA Manday Requests

(Cont)

- **GOAL: Ensure AT/IDT is accomplished/requested via WOTS before requesting RPA/MPA [Gen Clem 11 Apr 03][AFMAN 36-8001 6.3.1]**
- **Annual Tours must be published by ARPC by 30 Jun [AFMAN 36-8001 5.7.2]**
 - **Must be requested in WOTS by 30 May [APRC FM]**



Participation

- Distinguish between FY participation requirements and R/R year requirements
 - **12AT & 24/48 IDT** vs 50 points [AFMAN 36-8001 Tbl 1.1]
- Questioning ARPC follow-up on identified/justified documentation issues
- Beginning 3Q03 AT/IDT before any MPA/RPA
 - AEF/ESP MPA orders and other substitutions (School, other MPA) substituted **BEFORE** [AFMAN 36-8001 5.9.1]
 - Involuntary Mobilizations may be done **AFTER** the fact [AFMAN 36-8001 1.2.1]
- **28 Apr 03** is current due date to ARPC [ARPC/DPA email 21 Mar 03]



PHA/Dentals

- Annual requirement
- Seeing the same problems as you are...
ARPC is working on the fixes
- Current guidelines still say “no participation for pay or points” after 1 May 03
 - Impacts FY participation requirements & R/R year
 - Can lead to reassignment to IRR
 - In discussion re: AF/RE intentions after 1 May



FY04 RPA/MPA Call

- RPA Call
 - Due 5 May 03 to ARPC [ARPC Email 9 Apr 03]
 - Possible reductions in FY04 allocations
 - Training, Reserve work (seeking AF/RE, AFRC or ARPC sponsor will help support requests)
- MPA Call
 - Due 15 Jun 03 to AF/DPLFR (guidance soon)
 - Include ESP-related MPA as separate line item
 - Anticipate FY04 ESP requests will NOT be able to continue to use OAC 43 account, so must be budgeted by 2-Ltr
 - For non-ESP must fund travel/per diem from within 2-Ltr



FY03 Manning Policy

- IMA over allocation withdrawn [AFRC Memo 13 Mar 03]
 - Exceptions on case-by-case basis
- ARPC now has direct accession authority for Capt/TSgt and below [AFRC Memo 13 Mar 03]
- 6-month end-strength management policy [AFRC Memo 13 Mar 03] [Impacts of Stop Loss]
- Effective manning/cross-leveling
 - Overages vs vacancies
- Over manning [AFRC Memo 13 Mar 03]
 - 1 year on Statement of Understanding [Gen Clem 17 Mar 03]
 - Exceptions: Retirees 2 years; “By-pass” 6 months



Oral Orders

- Any oral order must come from 11WG/CCV (Knapp/Swann) or ARPC before member may depart on travel or for duty
- Reimbursement is not authorized when the travel is performed before receipt of written or oral orders [JTFR U2100]
- Except to correct or complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny any entitlement (e.g. rental cars) [JTFR U2105]
- Oral orders must be given in advance, subsequently confirmed in writing giving date of oral order, approved by competent authority [JTFR U2115]
- Definitions [JTFR Appx A]
 - Authorized: giving of permission before an act
 - Authorizing/order-issuing official: the official who directs travel and has responsibility for the funding



Oral Order Procedures

(DRAFT)

- Request for oral orders in advance of travel
 - **Phone call** to 11WG/CCV (Knapp/Swann) **and email** from 3-Ltr stating emergency/unusual nature of request
 - Not accepted for the convenience of the member [Gen Clem 11 Apr 03]
- Requests after-the-fact
 - Supervisor sends memo thru 3-Ltr to 11WG/CCV to acknowledge oral order restrictions and state emergency/ unusual nature of request to meet mission requirements [Gen Rajczak 11 Apr 03]
 - If pre-screening requirements are not passed (Sanctuary, medical, etc), the order might not be able to be approved by 11WG/CCV
 - All after-the-fact requests must use organizational travel funds and MPA/RPA mandays through date orders are processed



Sanctuary

- **Waivers now required only for 18-20 year window**
 - Member's Statement of Understanding [AFI 36-2131 Atch 3]
 - *Plus* Justification Waiver Request for tours >139 [AFI 36-2131 3.2.1]
- **Not effective until approved by ARPC/CC in writing** [AFI 36-2131 3.2]
 - Reach ARPC 45 days in advance (approved before a CMAS/WOTS request is initiated) [AFI 36-2131 3.3]
 - Reach ARPC 2 weeks in advance [ARPC/DPAF memo 6 Feb 03]
- **Each new tour requires a separate request (no blanket waiver)** [AFI 36-2131 3.5]
- **IDTs and AT must be completed or at least scheduled (= requested in WOTS)** [AFI 36-2131 Atch 3]



Special Authorizations

- **Rental Cars** [AFI 65-109 Table 2.1]
 - Pre-authorization with full cost analysis for each order [Rule 13]
 - Must be for official business not convenience of the member or merely more cost effective [para 2.13.1][AFI 65-109 Table 2.1]
 - ARPC approval authority for any School requests [ARPC/DPA email 7 Apr 03]
- **Variations** [AFMAN 36-8001, Table 5.1] [AFI 65-109 Table 2.1]
 - Specific itinerary required; must be pre-authorized [Note 14]
- **Premium Travel not authorized without waiver**
 - Hotel; air; rental car [AF/CVA memo 25 Jul 96][AFI 24-101]



Special Authorizations

(Cont)

- **Overseas Tours**

- All CED (overseas travel) orders must be published by ARPC
- NATO travel order (in addition to TDY order) required for travel between any NATO country (except PFP) [AFI 65-103 2.7.1]
- Must obtain a "theater clearance" from the Unified Commander and/or "country clearance" from the US Embassy [DoDD 4500.54]
- No split tours when overseas travel is involved without approval by ARPC/XP and AF/REP [AFMAN 36-8001 5.11]

- **Travel orders may not be modified retroactively after travel is performed to increase or decrease rights** [63 Comptroller General, 4, 8, 1983]



RPA/MPA>139 Days

- **Per Diem > 139 days in one location; rolling year**
- **Effective 21 Feb 03, AF/RE was delegated authority to allow per diem to be paid for members performing 139 to 179 days** [JFTR, U7150-A4D] [AFI 36-2110, PAR. 4.6.2] [AF/DPPC Msg 14 Mar 03]
- **Message directs AF/RE and NGB to develop internal procedures to effect this authority**
 - They have not yet issued their procedures
- **For payment of per diem beyond 179 days, a waiver request is initiated by AF/RE and sent thru AF/DPPC to SAF/MRM for approval**
 - SAF/MRM requires a minimum of 3 weeks to process



Civilian Skills Database

- Required by law for IMAs [10 USC 10204]
- Whether currently employed outside or not
- www.arpc.org - A-Z site map
- ARPC sent notice to “missing” IMAs requesting them to enter information
- CCV followed up with reminder email to IMA duty email accounts last week



Other

- Overdue PRs
- Security Clearances
- DDForm 93 (vRED)
